



ROMANCE WRITERS OF AUSTRALIA

Position Description - Professional Development Manager

Position title: Professional Development Manager

Committee position: Portfolio Holder (Professional Development)

Volunteer commitment: 5 hours per week (approximately)

Reporting to: RWAus Committee

About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

About you

Supporting and educating our members to help them along on their writing journey is one of our key values. In your role as Professional Development Manager, you'll be responsible for developing and implementing a range of educational opportunities to excite and inspire our membership. You'll be responsible for sourcing presenters, managing courses and gathering feedback on our Academy, which is in its seventh year of operation. Liaising with our Events team, you'll work with them to develop and resource, and deliver in-person and online learning events. You'll also need to keep your finger on the pulse of what romance writers at all stages of their careers need in order to reach their goals—and help us deliver those opportunities accordingly.

Responsibilities

Committee

- Provide regular Committee reports on the actions undertaken within the Professional Development portfolio.
- Be the liaison between the Committee and the Professional Development team.
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Professional Development team

- Represent the Professional Development team at Committee meetings, including reporting on the duties they carry out as RWA volunteers.
- Represent and provide support to the Professional Development team.
- Consider past iterations of the RWAus Academy (formerly known as Online Writing Lab aka. OWL) and its programs in order to improve future offerings in this space.
- Develop and implement a Professional Development strategy.
- Source, onboard, and support targeted expert presenters for all initiatives, ensuring that their experience with RWAus is smooth, friendly, and professional.

RWAus - Position Description - Professional Development Manager

Goals 2023-2024

- Develop, ratify and implement a Professional Development Strategy.

Skills and experience

- Current financial member of RWA.
- A working knowledge of the organisation's structure.
- Ability to develop strong relationships across the organisation.
- Excellent communication, organisational, and interpersonal skills.
- A keen interest and knowledge of professional development for writers.
- An eye for detail and data collection.
- Comfortable with spreadsheet maintenance and using Google+, or the enthusiasm to learn.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

DOCUMENT CONTROL			
Drafted by:	President - Louisa West	Date:	14 July 2023
Approved by:	RWA Committee	Date:	
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